

# JOHN CURTIN AGED CARE INC.

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Independent Living Units  
General Information  
Booklet



## **INDEPENDENT LIVING UNITS**

### **GENERAL INFORMATION**

The General Information Document is prepared for prospective residents of John Curtin Aged Care Independent Living Units. If, after reading the document, you have further questions, please contact the office to arrange for additional information. This document will be reviewed periodically.

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### ***The Board***

The John Curtin Aged Care Board of Management is made up of members of the community of Creswick and local regions. People on the Board are appointed because of their sense of community and their relevant skills which help to make up an appropriately qualified and professional leadership team.

Officer Bearers:	2012
President	Mrs Val Mason
Treasurer	Mr Bob Orr
Chief Executive Officer	Jenni Sewell
Telephone	(03) 5345 9999
Fax	(03) 5345 8083
Office Address:	Cushing Avenue Creswick Vic 3363
Postal Address:	P.O. Box 173 Creswick Vic 3363

The Chief Executive Officer is normally available business hours.

### ***Facility Complex***

#### **1. John Curtin Aged Care – Independent Living Units**

There are 17 two bedroom units. Five of the units form a complex in Drummond Street and there are twelve units in Cambridge St. All units have a single car lock up garage.

All units and garages are constructed of brick. Floor coverings, backing curtains or blinds, hot water service and electric cooking are provided in all units.

#### **2. John Curtin Aged Care**

The Home is a 65 bed permanent care facility. Although located on the site, there is not an automatic transfer from Independent Living Units to residential care. Accommodation in the Home is dependent on available beds and individual needs of the people on the waiting list. Residents of the Independent Living Units are encouraged to put their name on the waiting list at any time.

Residents at John Curtin Aged Care Independent Living Units are encouraged to speak with the CEO about the process of moving into permanent care in the Home.

### ***Cost of Entry***

The contribution currently required for entry to a two bedroom unit (with garage) is reviewed annually and is (current at 1/7/2011) \$160,000. A deposit of 10% is required on signing the Residency Agreement, with the balance to be paid on occupation.

The actual unit contribution depends on current market values, and is determined bi-annually by the Board. The contribution is not the market cost of the unit.

### ***Entry Procedure***

The following procedure is normally required of persons intending to become residents of a unit

1. Complete an application form available from the John Curtin office, or from the website.
2. Once this form is lodged, you will be placed on the waiting list. When a unit becomes available, it is offered to the first person on the list. If that person is not ready, it is then offered to the second, third etc. until it is accepted. Non acceptance does not alter your place on the list.
3. Once you have accepted the offer of a unit, we request that you undergo a medical review to ensure you are capable of living independently. (The Board may, from time to time, reassess a resident's ability to reside safely in a unit.) Residents may have home help, nursing care or maintenance assistance (at their own expense) which assists them to remain in their unit.
3. Attend an interview with the Chief Executive Officer. At this meeting financial agreements will be made.
4. Duplicate copies of the Board of Management Contractual Agreement must be signed prior to occupying the agreed unit. When the agreement is signed by both parties, one copy will be returned to the Resident and one retained in John Curtin's files.

The contractual agreement is provided free of charge. However, the cost of legal or other advice sought by an intending resident is their responsibility.

Until the agreement is signed by the intending resident/s, they are not obligated in any way. If you choose to withdraw prior to the signing of the agreement, any amounts paid in advance will be refunded in full.

### ***Periodical Charges***

A monthly management fee is required for all units. The fees are reviewed annually, with any change effective from 01 July each year.

Major factors taken into account in fixing fees are the operating expenditure for the previous financial year, any additional services provided, and inflationary trends.

The management fee is to be paid by direct debit authority, which will be given to you at your interview.

The typical fee (as at 1<sup>st</sup> July 2011) is \$9.00 per day equating to around \$274.00 per month.

Intending residents are advised that they will also be required to meet the following costs:

1. Unit electricity connection and service charges. All units are separately metered.
2. Gas usage and service charges. All units are separately metered.
3. Telephone installation and service charges.
4. Insurance of your furniture and other personal items.
5. Insurance of third party liability (normally included with contents insurance).

### ***Final Accounts***

John Curtin Aged Care's audited annual accounts are submitted for approval to an Annual General Meeting, held during October / November each year. Following this AGM, a copy of the accounts is available to all Independent Living Unit residents.

### ***Services Provided***

The maintenance staff members from John Curtin Aged Care provide services to the Independent living Units.

The complete range of services provided is as follows:

1. Complete maintenance of all the buildings and property, both interior and exterior.
2. Maintenance, including lawn mowing, of all common and landscaped areas. This does not include maintenance of flower beds and garden areas.
3. Maintenance and operating cost of roadway and area lighting throughout the complex.
4. A "duress" emergency call service is available and monitored by Safety Link. This service is available 24 hours per day, every day. Participation in this service is optional.
5. The payment of all rates and insurances applicable to the complex buildings and site.

6. A private domestic garbage removal service on a weekly basis. Residents are required to provide a standard garbage bin, with plastic bag insert for removal. The 240 litre bin Council service does not operate.
7. Australia Post mail delivery to a letter-box adjacent to each unit.

### **Optional Services**

Air-conditioning and remote controls for garage doors are not standard items in any unit. However, they are available as an option at the resident's cost.

*POLICY: Residents may purchase an air conditioner at their own expense, but it must be a split system. Installation is at the expense of the resident. Before purchasing a system the resident must check with the Senior Maintenance Supervisor to ensure they are happy with the type of unit, and its location. The system remains with the unit when the resident leaves and there is no reimbursement of costs to the resident. If the system is removed the unit must be returned to its original state.*

Maintenance of these items is normally the responsibility of the resident.

Residents may purchase gardening and spring cleaning services from the staff at John Curtin Aged Care. This cost is extra to the management fee.

Unit Residents are able to obtain meals at the home by prior arrangement. A nominal charge applies.

Unit resident are invited to attend activities and events at the Home. Calendars are available on request.

### **Refund Entitlement**

The Board retains the full value of the entry contribution throughout the period of occupancy of the unit. During this period no interest is payable.

When the unit is vacated for any reason the Board will refund the full amount of the resident's contribution, less an annual amount equal to 3.332% of the Licence fee per annum since the original date of occupancy period for a maximum of 10 years. The Board is also entitled to retain a further sum to cover any necessary repairs, over and above normal wear and tear.

### **Disclaimer**

At the date of printing, the information contained in this document is believed to be accurate. However, the Board reserves the right to change any or all details at any time without further advice or fear of prejudice.